Special Meeting Cadott Library Board of Trustees - December 23, 2019

*Opening*: Meeting was called to order by President Kotek at 11:04 AM

*Roll call, Establish Quorum, Compliance of Open Meeting Law*: Board members present - Kotek, Huhn, Hagar, and Kaste. Quorum was established. We are in compliance of Open Meeting Law. Also present - Director Samma Johnson.

*Approval of Agenda*: Motion by Huhn/Kotek to approve agenda. Carried.

*Topic of Special Meeting*: End of Year Budget Overview

President Kotek reported that according to information from the Village Office, at year end the library expenditures were $3,415.43 over budget. Director and Trustees discussed possible reasons for the discrepancy. Director Samma has reviewed both her and the Village reports. She noted that she had not seen the VISA breakdown, but her records show $385 less. Other discrepancies may result from the way Petty Cash is recorded, adding that she plans to deposit around $200 petty cash next week. Samma also pointed out there should be a year-end surplus of around $900 in the budget wages line. Further discussion included posting bills in the month they are paid, not incurred (WE Energy, Light & Water) and frequent comparison of Village ledger and library expenses. Donations are not included in the library budget. Samma will try to present a monthly breakdown of expenditures/budget to the board.

Director Samma was encouraged to meet with Sandy to double check 2019 expenditures. Motion by Huhn/Hagar to pay the deficit from Board-held funds. Motion carried.

Motion by Huhn/Kotek to adjourn at 12:04 PM. Motion carried.

Respectfully submitted,

Katherine Kaste, Acting Secretary